

<b>JOB TITLE</b>	Safeguarding Officer
<b>APPOINTMENT</b>	10 hours per week, with some flexitime required;
<b>SALARY</b>	£36k-£40k FTE depending on experience
<b>LOCATION</b>	hybrid or remote working by agreement with occasional visits to Salisbury office
<b>REPORTS TO</b>	Assistant Director (Finance & Operations)

### **THE ROLE**

To be responsible for RSCM's Safeguarding policy and oversee its implementation, and to act on behalf of RSCM in line with current legislation and best practice.

### **Key Tasks**

- Respond immediately to concerns raised, issuing guidance to management if needed, whilst ensuring the best interests of the child/young person are prioritised and appropriate reporting procedures are followed.
- Ensure staff are given appropriate advice and support.
- Check the RSCM Safeguarding email inbox regularly during the working week.
- Liaise with staff carrying out safeguarding administration work, e.g. DBS checks/CSDs.
- Network with other agencies as appropriate, e.g. Diocesan Safeguarding Advisers.
- Regularly review/develop/update policy and procedures, codes of conduct, etc, and ensure their dissemination and implementation across the organisation.
- Ensure all relevant staff/volunteers complete safeguarding training where relevant.
- Ensure RSCM singing award exam sessions have adequate supervision in place and relevant clearances are in place beforehand.
- Keep current working practices under review and identify areas for improvement.
- Decide the level of clearance required for staff and volunteers; ensure relevant clearances (DBS and/or Confidential Self Declarations) are in place as necessary.
- Act as the RSCM's Lead Recruiter through 31:8 for processing DBS applications.
- Receive updates from 31:8, the DBS (Disclosure & Barring Service) and the PVG (Protecting Vulnerable Groups) Scheme in Scotland.
- Keep up to date with current legislation in England & Wales and Scotland, and Northern Ireland and the Republic of Ireland as required.
- Facilitate regular opportunities to discuss concerns about safeguarding practice with management and colleagues, to help develop an organisational culture which promotes safeguarding in all its ways of working.
- Identify external support, where needed, for the strengthening of the safeguarding policies and procedures.

### **Overseeing reporting and response procedures**

- Ensure that there are clear organisational reporting and response procedures, with clear lines of responsibility for reporting.
- Ensure that information relating to safeguarding concerns is kept confidential and shared only on a need-to-know basis.
- Maintenance of a system to document safeguarding concerns, ensuring that each concern is documented and appropriate follow-up is conducted.

## **PERSON SPECIFICATION**

### **Essential experience**

- Knowledge of the DBS system and current UK legislation.
- Technical and practical knowledge and experience of safeguarding and the law.
- Experience in developing and implementing organisational safeguarding policies and procedures, developing processes and putting them into practice.

### **Desirable experience**

- Some experience of vulnerable adults' safeguarding is desirable.

### **Skills and qualities**

- Discretion and confidentiality
- Collaborative working
- Strong inter-personal skills and awareness
- Good communication skills, both written and verbal.
- Competence with data input and use of MS Office (Outlook, Word, Excel)
- Ability to manage conflict and handle sensitive issues calmly.
- Ability to develop monitoring, evaluation and learning processes for safeguarding.
- Ability to be flexible within a changing environment.

### **Appointment is subject to;**

- Completion of the RSCM Safer recruitment process (including references and satisfactory completion of the RSCM's Enhanced Confidential Self-declaration Form and DBS Enhanced Disclosure/PVG check). Safeguarding training to be completed once in post.
- Right to work in the UK

*RSCM works to positively promote the importance of effective safeguarding, holding to the Christian belief of valuing each person as someone who bears the image of God and is loved equally by God, and therefore should be protected from harm.*